



Natural Resources Conservation Service  
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*70 Years*  
*"A Partner in Conservation Since 1935"*

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"Transmitted via Email"

June 9, 2005

MINNESOTA BULLETIN NO. 250-5-13

SUBJECT: FNM – NEW STUDENT INTERN SUMMER ORIENTATION 2005

Purpose. To provide information on the NRCS-Minnesota New Student Orientation.

Expiration Date. June 30, 2005

The following provides information for those new student interns attending the Student Trainee Orientation Program on Monday, June 20, 2005 beginning at 12:00 p.m. All members of the EEO/CR Committee and all Special Emphasis Program Managers are also invited to attend. The training will conclude on Wednesday, June 22, 2005 approximately at 5:00 p.m.

NRCS has reserved a block of rooms under the name "NRCS" at the Radisson City Center Hotel, 411 Minnesota Street, St. Paul, MN 55101, 651-291-8800. All rooms will be paid for by NRCS so participants will not have to pay for their accommodations and parking. Employees will check in on Monday, June 20<sup>th</sup> after class. Parking at the Radisson is available before class at the hotel parking ramp. Check out will be on Thursday, June 23<sup>rd</sup>.

There will be a one day tour on Tuesday, June 21<sup>st</sup>, this tour is also available to all new employees. The cost for travel and lodging, if required, for those other than students will be incurred from the respective area travel allocation. New employees who would like to attend this tour should forward their name to Laurie Otte, Management Services Specialist, with supervisor concurrence before June 13, 2005.

NRCS does not require employees to attend this training, however, NRCS supports attendance to attend on a voluntary basis. Employees who will be attending this training must first have approval of their supervisor. Time spent traveling outside work hours to and from this training is not considered hours of work for overtime or compensatory time.

Travel authorizations for all attendees will be issued by your respective area office.

If you have further questions, please contact Laurie Otte, Management Services Specialist, at 651-602-7901.

/s/

WILLIAM HUNT  
State Conservationist

DIST: ASTC (FO)  
SO-PRIN